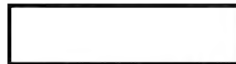


25 NOV 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM:



Executive Officer to the DDA

SUBJECT: Travel Reduction Plan

25X1

Forwarded herewith is a memo and some notes which we received from the DCI. In keeping with the DCI's request, please provide us by 9 December your suggestions regarding travel reduction options which we can incorporate in an overall Agency reduction plan.



25X1

Attachments

Distribution:

- 0 - D/OC
- 1 - ea add'l adse
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- 1 - EO Chrono
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EO/DDA  pa(25Nov81)

25X1

CONFIDENTIAL

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